

**S-E-C-R-E-T**  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140045-3  
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/OS-4

1. TITLE OF REPORT (if a fill-in report include Form No.)

Component Training Evaluation

2. TYPE  
OF  
REPORT

☐ STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL

☒

TRAINING

☐ LOGISTICS

SECURITY

☐ MEDICAL

FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not number of copies)

1 (DTR)

7. FORMAT (memorandum, form computer print-out, etc)

Memo

8. ADP PROCESSING

☐ YES  
☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

ADDS Memo to Ex. Dir/Compt dated 12 April 1968

10. PREPARING COMPONENT (include lowest level contributing information to report)

C/OS/TR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

1 (DC/OS/ST)

**12. COST FACTORS**

**A. MANUAL PREPARATION AND REVIEW COSTS**

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15	12.80		40		512.00		1		512.00
GS-14	11.00		250		2750.00		1		2750.00
GS- 7	4.50		20		90.00		1		90.00

**B. COSTS OF COMPUTER PRODUCED REPORTS**

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**TOTAL COSTS PER YEAR**

3352.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by Director of Training who is required to submit report to Executive Director-Comptroller.

**14. FUTURE GOALS**

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS ☒ OTHER (explain) Not My Decision  
☐ CHANGE  
☐ DISCONTINUE

**ESTIMATED SAVINGS**

MAN-HOURS

?

DOLLARS

? STAT

16. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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Chief, Operations School/PR

18. EXTENSION

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